

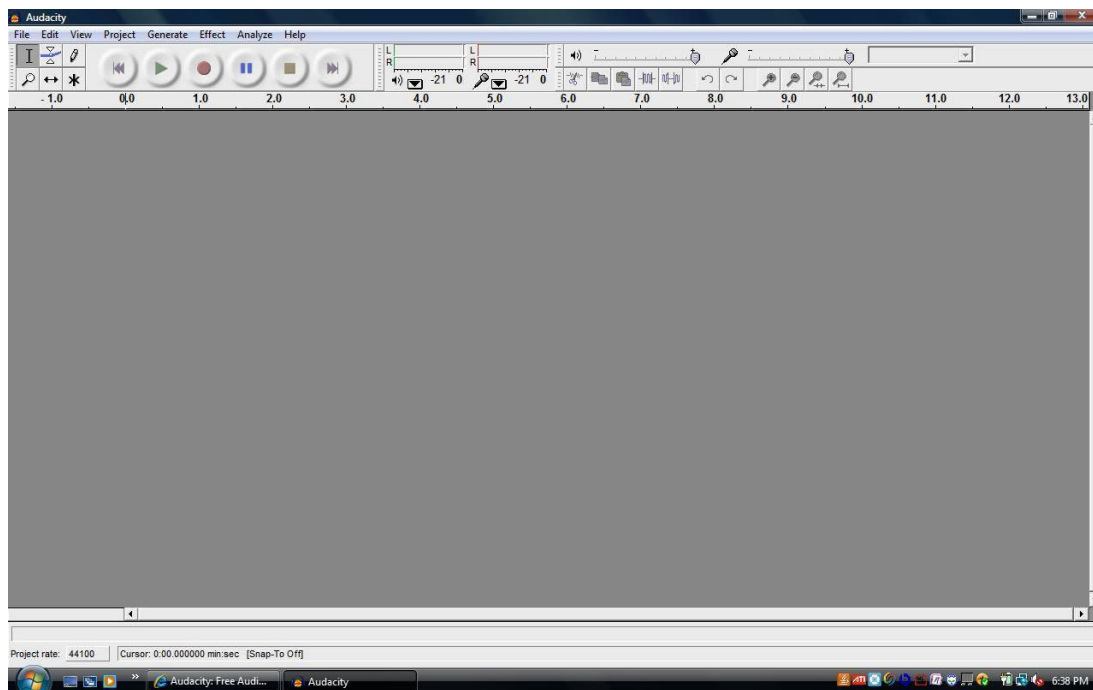
How to Use Audacity

Getting Audacity on Your Computer

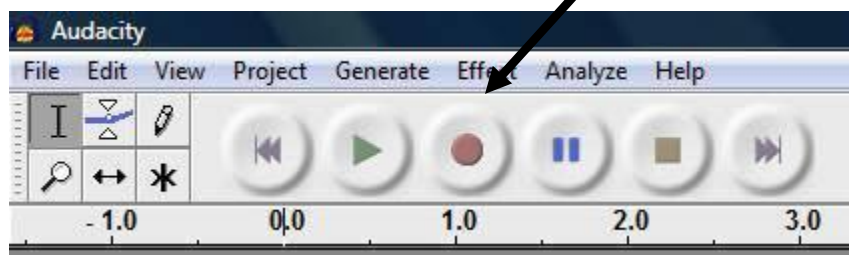
- If Audacity is not already downloaded on your computer, go to <http://audacity.sourceforge.net/> to download a free copy of the software.
- If you want to be able to save your files in mp3 format, you'll also want to download the LAME encoder at <http://audacity.sourceforge.net/help/faq?s=install&item=lame-mp3>.
- TIP: Save a shortcut to Audacity on your desktop and make sure that you save your LAME encoder file in a place where you will be able to find it.

Recording Your Voice

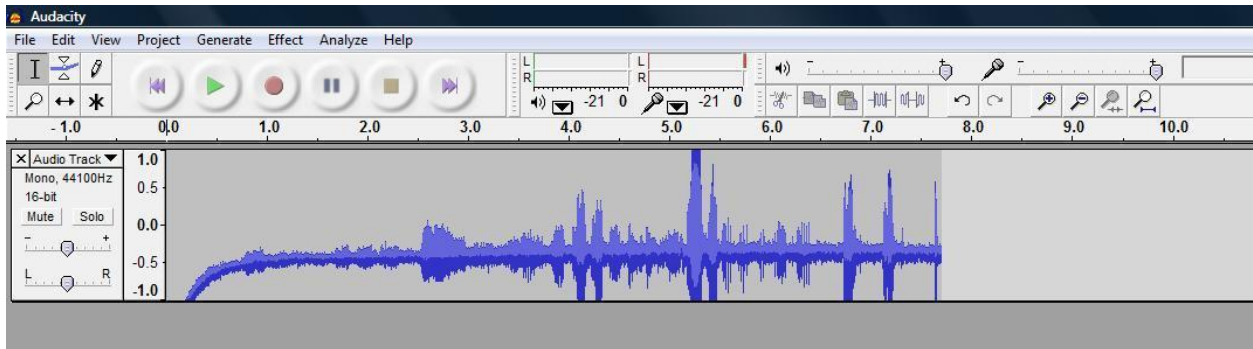
When you open Audacity, you see a screen that looks like this:



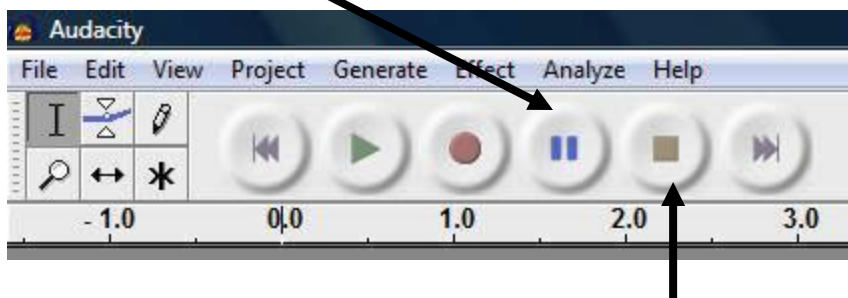
To begin recording your voice, click on the button with the **red dot**, and start speaking into the microphone.



If your microphone is working properly, you will see your voicewaves on the screen like this:



While recording, if you want to stop speaking (maybe to catch your breath or think about what to say next) press the **pause button** to stop recording temporarily.

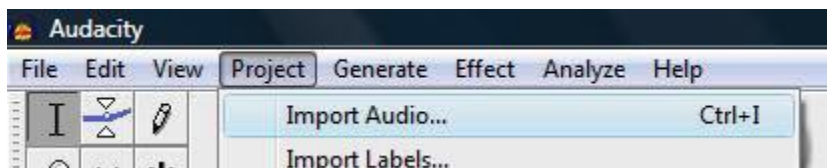


When you are finished recording, press the **orange, square button**.

Adding Music

First you will want to import a song in mp3 format and save it somewhere on your computer. To make sure that you are not violating any copyright or fair use regulations, consider using music from <http://freeplaymusic.com/> . If you are using copyrighted music (even if you own it) stick to the general rule of using no more than 30 seconds (or 10%) of the arrangement.

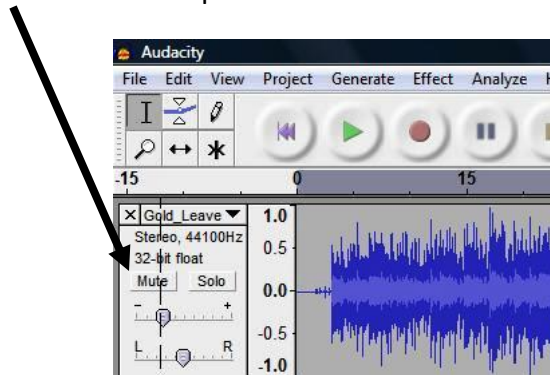
After you have your mp3 saved, click Project at the top of the toolbar and choose Import Audio.



Browse to where you have saved the mp3 and double-click. The song will now show up as another track.

Recording Your Voice on Top of the Music Track

Click the **mute button** on the imported audio track.



Click Project and then New Audio Track (or just press record to begin recording your voice).

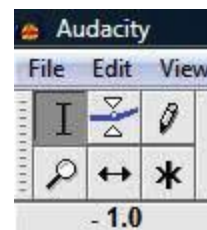
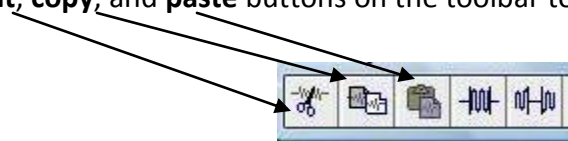
Click the orange button when finished.

Click to un-mute the song track in the corner again, and then hit the play button to hear your voice and the music together.

How to Cut, Copy, and Paste

Highlight the section of the track you want to edit. (You must be in cursor mode to do this, so make sure the cursor button—which is a capital letter **I**— in the top, left-hand corner is highlighted.)

Use the **cut**, **copy**, and **paste** buttons on the toolbar to edit.



How to Generate Silence, White Noise, Tone

Highlight the section of the track where you want to insert noise.

Click “Generate” at the top of the toolbar.

Choose the noise option you want to use.

How to Add Effects to Your Audio Clip

Highlight the section of the track where you want to add the effect.

Click “Effects” at the top of the toolbar.

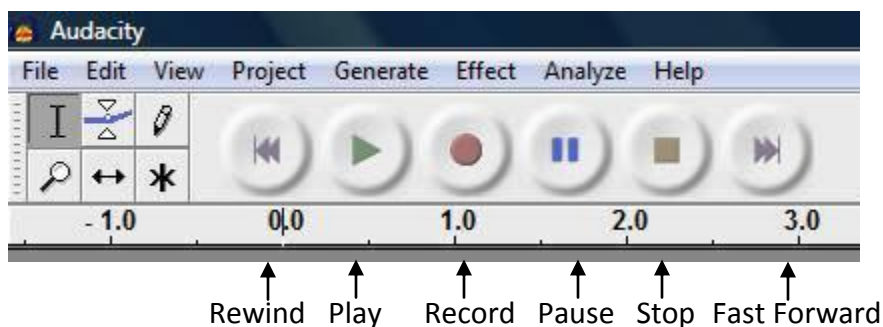
Choose the effect you want, and click OK.

How to Delete a Section

Highlight the audio section you wish to delete.

Press the delete button on your keyboard.

Important Toolbar Buttons

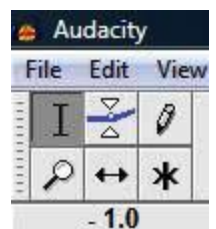


The capital I button is the cursor button that allows you to highlight parts of the track.

The hourglass shaped button allows you to shrink or increase the volume of a track.

The magnifying glass allows you to zoom in on the track to see the smaller intervals.

The curved arrow buttons are the un-do and re-do commands.



How to Save as an Audacity Project

Click File and “Save Project” or “Save Project As.” This saves what you are working on as an Audacity file to which you can return and edit again. Note, however, that you cannot expect to upload an Audacity file or share by email. To do that, you want a WAV or an mp3 file.

How to Save as a WAV file

When you have completed your project, click File and “Export as WAV.” This is an acceptable format for sharing; however, you should remember that WAV files are often large. They take more time to upload and download, and may be too big to email. An mp3 is a more compressed file.

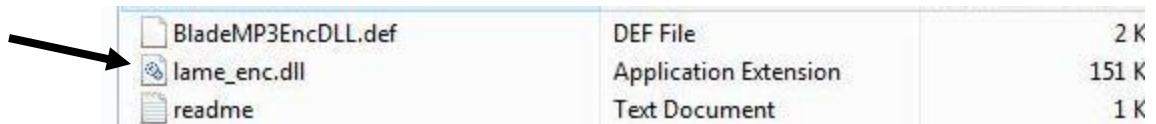
How to Save as an mp3

To save as an mp3, you need to have downloaded the LAME encoder.

Click on File and “Export as MP3.”

The first time you do this, a command will pop up asking if you want to locate the LAME file.

Click “Yes” and navigate to the LAME folder, open it, and double-click on the file named lame enc.dll.



You should only have to click on the LAME file once. Every other time, you will be able to export as an mp3 without this extra step.